



# System Access Portal for Forestry Grants

## Volunteer Fire Assistance (VFA) Program - Applicant User Guide

### Prepare

Please review this guide to determine what information you need to gather in advance to streamline the application process.

Mandatory attachments are:

- Completed Commonwealth of Virginia (COV) Substitue W-9. A blank COV W-9 form is provided in the System Access Portal, or use this [W-9 Request for Taxpayer Identification Number](#) form.
- Signed Assurances ([Form SF-424B Assurances for Non-Construction Programs](#)).
- Signed Certification ([Form AD-1048 US Department of Agriculture Certification](#)).

### Get Started

- 1) Navigate to the Virginia Department of Forestry (VDOF) System Access Portal and click the **Click here to Register** button.

<https://vaforestry.webgrantscloud.com/index.do>

#### WARNING

**System Access Portal for Forestry Grants has a preset 10-minute timeout function. Users will receive a reminder as shown below; use the SAVE function to avoid loss of data.**

vaforestry.webgrantscloud.com says  
Your session is about to expire.  
If you do not save your changes in the next few minutes  
they will be lost

OK

[Login](#)

**Enter your user id and password**

User ID

Password

**SIGN IN**

[Forgot User ID?](#) [Forgot Password?](#)

**Announcements**

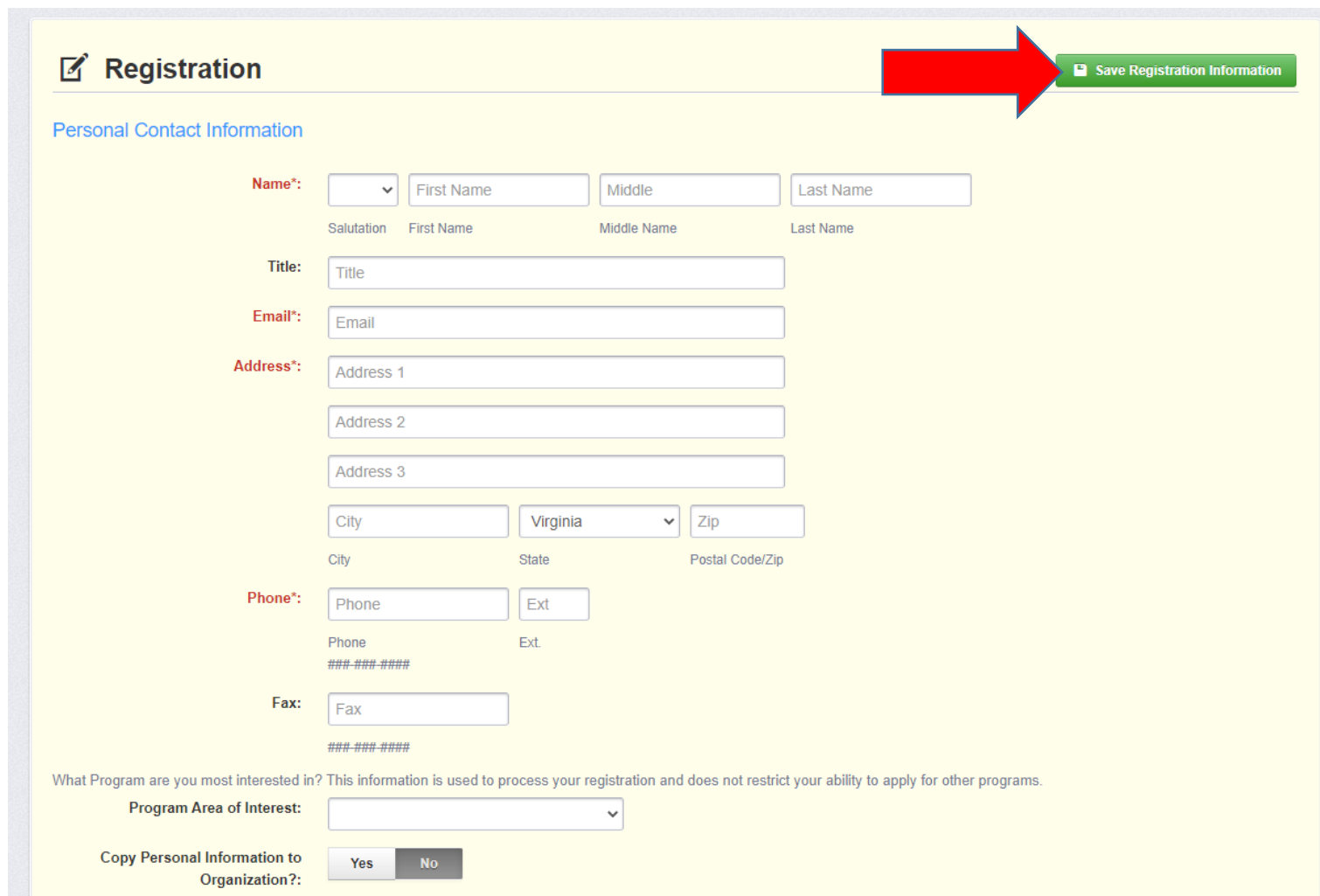
**VDOF SYSTEM USE NOTIFICATION**

You are accessing a Virginia Department of Forestry information system.  
Usage of this system may be monitored, recorded, and subject to audit.  
Use of the system and/or information indicates consent to monitoring and recording.  
Unauthorized use is prohibited and subject to criminal and civil penalties.

[Click here to Register](#)

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WebGrants 7.2.6

- 2) Complete the mandatory fields marked in red then click on the green **Save Registration Information** button. Be sure to provide the details for the organization requesting grant funds. VDOF staff will complete the Internal Use Only fields once the organization submits their request for registration.



**Registration**

**Personal Contact Information**

**Name\*:**      
Salutation First Name Middle Name Last Name

**Title:**

**Email\*:**

**Address\*:**

City State Postal Code/Zip

**Phone\*:**    
Phone Ext.  
### ### ####

**Fax:**   
### ### ####

What Program are you most interested in? This information is used to process your registration and does not restrict your ability to apply for other programs.

**Program Area of Interest:**

**Copy Personal Information to Organization?:**

Step 2, continued

**Organization Name\*:**

**Organization Type\*:**

**Federal ID Number (FEIN)\*:**

**Organization Website:**

**Unique Entity Identifier (UEI):**

**Physical Address\*:**

City State Postal Code/Zip

County

**Mailing Address\*:**

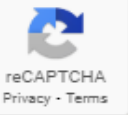
City State Postal Code/Zip

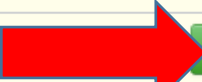
**Phone\*:**

### ### ##### Ext.

**Fax:**

### ### #####

**Captcha\*:** ☐ I'm not a robot  [Privacy](#) [Terms](#)



- 1) Once registration is approved, a notification email will be sent prompting a return to the website: <https://vaforestry.webgrantscloud.com/index.do> to establish a password and sign in to the system. Arrive at the dashboard and select **Funding Opportunities** from the gray menu box on the left.

Tester Tester

Tester

Tester Role, Site Visitor ASSIGNED - Federal Reviewer Grants Contact

Dashboard

Work Assignment

Calendar

Alerts

My Reviews

My Site Visits

Funding Opportunities

Applications

Grants

Inventory

Reports

My Profile

Work Assignment

All currently assigned work

Back

Print

Online Help

Log Out

Work Assignment

Calendar

Alerts

My Reviews

My Site Visits

Approaching Deadlines - Next 30 Days

View Overdue Approaching Deadlines

This section displays the documents with due dates arriving in the next 30 days or overdue.

Due Date	Document	ID	Status	Title	Program Area	Funding Opportunity
10/05/2022	Site Visit	1112-01	Editing	BaseLine Organization	Water Quality Initiative	1005-Logger Best Management Practices (BMP) - 2022

Recent Negotiations - Due Within 30 Days

the documents that you negotiated in the last 30 days.

Due Date	Document Type	Sub Type/Round	ID	Status	Title	Organization	Program Area	Funding Opportunity
No data available in table								

Recent Correspondence - Within the Last 30 Days

Sent Date	Flag	From	To	Subject	Message
No data available in table					

My Site Visits - Inbox

Site Visits assigned to you personally appear below.

Due Date	Number	Type	Status	Grant	Organization	Program Area	Funding Opportunity
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- 2) Funding Opportunities should only show the specific opportunity applicable to them, but if all opportunities are displayed, select **Volunteer Fire Assistance Program (VFA) - 2023**.

**Currently Posted Funding Opportunities**

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.

Search:

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Due Date
		Virginia Department of Forestry	Fire	Volunteer Fire Assistance Program (VFA) - 2023		Mar 31, 2023 8:00 PM
1003	Test	Virginia Department of Forestry	Fire	Dry Hydrant Program - 2023		Mar 31, 2023 8:00 PM
1086	Test	Virginia Department of Forestry	Fire	Firewise - Community Hazard Mitigation - 2023		Mar 31, 2023 8:06 PM
1001	Test	Virginia Department of Forestry	Forest Health	Forest Health Component of CPG and LaSR - 2022		Dec 31, 2022 3:00 PM
1000	Test	Virginia Department of Forestry	Stewardship	Forest Stewardship Outreach - 2022		Dec 31, 2022 3:00 PM
1158	Test	Virginia Department of Forestry	Test Program Area	Test Funding Opportunity - DO NOT POST		Not Applicable
1039	Test	Virginia Department of Forestry	Urban & Community Forestry	U&CF Trees for Clean Water (VTCW) - 2022		Dec 31, 2022 3:00 PM
1226	Test	Virginia Department of Forestry	Urban & Community Forestry	2023 Virginia Trees for Clean Water		Dec 1, 2023 11:59 PM
1005	Test	Virginia Department of Forestry	Water Quality Initiative	Logger Best Management Practices (BMP) - 2022		Dec 31, 2022 3:00 PM

Showing 1 to 9 of 9 entries

3) Click the green **Start New Application** button in upper right corner.

Dashboard

Funding Opportunities

Applications

Grants

Inventory

Reports

My Profile

Funding Opportunity Details

1002 - Volunteer Fire Assistance Program (VFA) - 2023

Funding Opportunity Details

Fire

Final Application Deadline: Apr 17, 2023 11:59 PM

Status:Test

Award Amount Range:No Limit - \$5,000.00

Project Dates:-

Award Announcement Date:

Program Officer:John Miller

Phone:(434) 996-7623 x

Email:John.Miller@dof.virginia.gov

Description

Description

VDOF provides assistance through the Volunteer Fire Assistance (VFA) grant program. The program provides a 50% cost reimbursement for the purchase of personal protective equipment (PPE), tools, and equipment for rural volunteer fire departments. As a key cooperater in the suppression of nearly every Virginia wildfire, this program allows the agency to provide critically-needed federal funding to directly support fire departments in the Commonwealth.

These grants are 50-50 – the volunteer fire department must be prepared to spend \$1000 to receive a reimbursement of \$500. Receipts marked paid will be required prior to reimbursement.

To complete the application, you will need:

- An electronic copy of the state W-9 form confirming tax identification number, legal name, and remittance address.
- An electronic copy of Federal Assurances.
- An electronic copy of USDA Certification.

Ask a Question

Start New Application

- 4) At the Application Creation Wizard, complete the red mandatory boxes and click on the green **Save Form Information** button in the upper right corner (Primary Contact and Organization should pull forward from the registration; additional applicants can be entered if applicable).

Tester Tester  
Tester  
Tester Role, Site Visitor ASSIGNED -  
Select Primary Contact, Contact

Dashboard >  
Funding Opportunities >  
Applications >  
Grants >  
Inventory >  
Reports >  
My Profile >

Back Print Online Help Log Out

### Application Creation Wizard - Step: 1

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your primary contact.
- Step 2: Select the Organization for which you will be submitting this Application
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application

#### Application - General Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title\*:

Primary Contact\*:

Organization\*:

Additional Applicants\*:

Save Form Information

- 5) Information will be populated. Click on the green **Save Form Information** button in the upper right hand corner again.

Save Form Information

Individual will receive automated email notifications when your attention is

- 6) Arrive at the Submitted Applications screen. Under Component, select **Volunteer Fire Assistance program Equipment Application** to enter specific project information.

1272 - Amanda J Test 2/1/23

Status: **Editing**

Stage: Final Application

Application Due Date: Apr 17, 2023 11:59 PM

Program Area: Fire

Funding Opportunity: 1002-Volunteer Fire Assistance Program (VFA) - 2023

Organization: BaseLine Organization

Requested Total:

Application PreviewAlert HistoryMap


Application Details

Preview ApplicationAsk a QuestionWithdraw

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Feb 1, 2023 5:31 PM - Tester Tester
Volunteer Fire Assistance Program Equipment Application		Feb 1, 2023 5:31 PM - Tester Tester
Budget		-





7) Complete all red mandatory fields (many are drop down boxes) in the Company Information section.

Company Information

Save Form

Company Name\*:

County\*:

Unique Entity Identifier (UEI)\*:

[What's this?](#)

Contact Person\*:

First Name

Last Name

Phone Number

First Due Area Population\*:

NOTE: To qualify for this funding, the population in your primary response area must be 10,000 or less.

Number of Structures\*:

How many Wildland Urban Interface Communities are in your primary response area?

Wildland Urban Interface Communities\*:

Are there specific concerns which make this area hazardous for fire protection? (accessibility, values, clustering of structures, fire occurrence, etc.)

Hazardous Areas\*:

Previous Year Statistics\*:

Dispatches

Structure Fires

Wildland Fires

Year Organized\*:

Amount of County, City, or Public Funds your Company Receives Annually.  
(do not include donations from individuals)

Amount of Funds Received Annually\*:

\$0

8) Complete all red mandatory fields in the Equipment Description section.

Equipment Description

Describe Equipment (year, make/model, condition, etc.) Enter N/A if the equipment type is not applicable for this application.

Brush Trucks\*:

250 character(s) left

Engines\*:

250 character(s) left

Water Tenders\*:

250 character(s) left

Save Form

- 9) Scroll down to the Certification section, review the certification statement and complete the red mandatory fields. When complete, depress the green **Save Form** button.

**Certification** Save Form

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**Authorized Representative\*:**

<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	Date

Save Form

- 10) Next, upload the required attachments. Click on the Named Attachment hyperlinked text to open a new box. Upload your file, add a brief description and click Save. Repeat for each mandatory attachment.

**Attachments - Named Attachments** Mark as Complete

Named Attachment	Required	Description	File Name	Type	Size	Upload Date	Delete?
<a href="#">COV W-9</a>	✓						
<a href="#">424B - Federal Assistance Assurances</a>	✓						
<a href="#">AD-1048 - US Dept. of Agriculture Eligibility Certification</a>	✓						

Last Edited By: Tester Tester - Feb 2, 2023 9:54 AM

**Attach File**

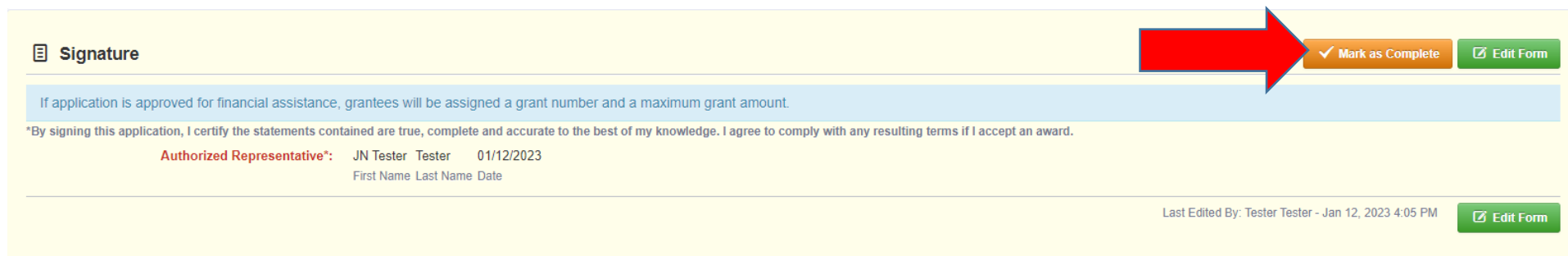
**Attach File** Save File Cancel

**Upload File\*:**  Select file

**Description\*:**

500 character(s) left

11) Review all information for accuracy then click on the orange **Mark as Complete** button.



**Signature**

If application is approved for financial assistance, grantees will be assigned a grant number and a maximum grant amount.

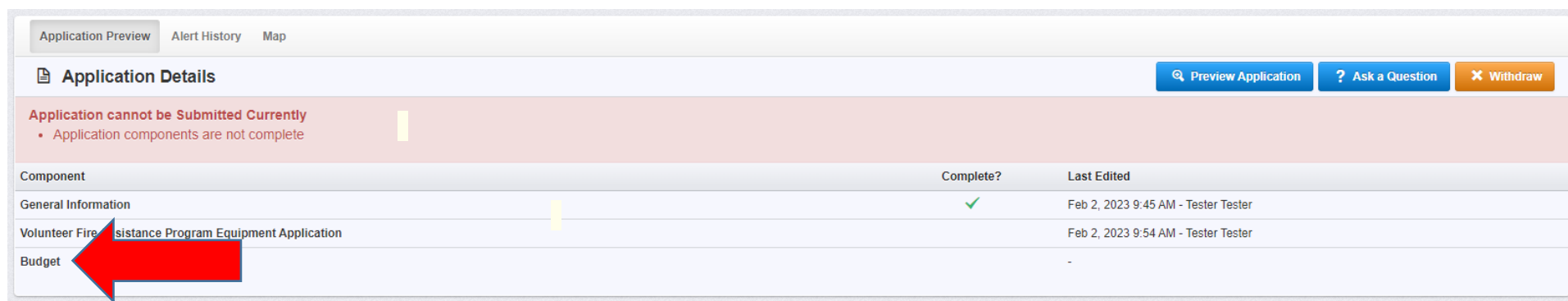
\*By signing this application, I certify the statements contained are true, complete and accurate to the best of my knowledge. I agree to comply with any resulting terms if I accept an award.

**Authorized Representative\*:** JN Tester Tester 01/12/2023  
First Name Last Name Date

Last Edited By: Tester Tester - Jan 12, 2023 4:05 PM

**Mark as Complete** **Edit Form**

12) You will be returned to the Submitted Applications screen. Under Component, click on **Budget** next.



Application Preview Alert History Map

**Application Details** **Preview Application** **Ask a Question** **Withdraw**

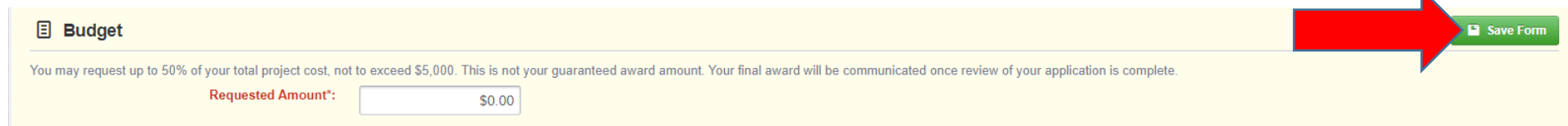
**Application cannot be Submitted Currently**

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Feb 2, 2023 9:45 AM - Tester Tester
Volunteer Fire Assistance Program Equipment Application		Feb 2, 2023 9:54 AM - Tester Tester
<b>Budget</b>		-

13) Begin by specifying the amount you are requesting to be reimbursed for this grant. As VFA has a 50-50 match requirement, applicants may request up to 50% of their total project cost. Reimbursement may not exceed \$5,000.

After entering the Requested Amount, select **Save Form**. The other fields will populate automatically when the budget is complete.



**Budget**

You may request up to 50% of your total project cost, not to exceed \$5,000. This is not your guaranteed award amount. Your final award will be communicated once review of your application is complete.

**Requested Amount\*:**

**Save Form**

- 14) Below your Budget, enter the details for total project cost (all items being purchased), by selecting **Add Row** and providing the priority, item, classification, quantity, and cost. Total cost will calculate automatically after clicking **Save Form**.

Project Cost Details - Multi-List

Priority

Item  
(be specific)

Wildland/Structure

Quantity

Cost

Total Cost

No Data for Table

Last Edited By: Amanda Jones - Feb 21, 2023 3:32 PM

+ Add Row

+ Add Row

Project Cost Details

Priority\*:

Item  
(Be specific.):\*  Provide make / model / manufacturer when available.

Wildland/Structure\*:

Quantity\*:

Unit Cost\*:  \$0

Total Cost:

Save Form

- 15) Repeat Step 16 until all items are listed. (In your Budget section above, the Match Percentage should be 50% or higher.)

- 16) Below your Project Cost Details, add any documentation you may have supporting the cost of your request such as a quote or invoice. Select **Add New Attachment**, insert the saved file from your computer, enter a description, then **Save File**.

Documentation - Other Attachments

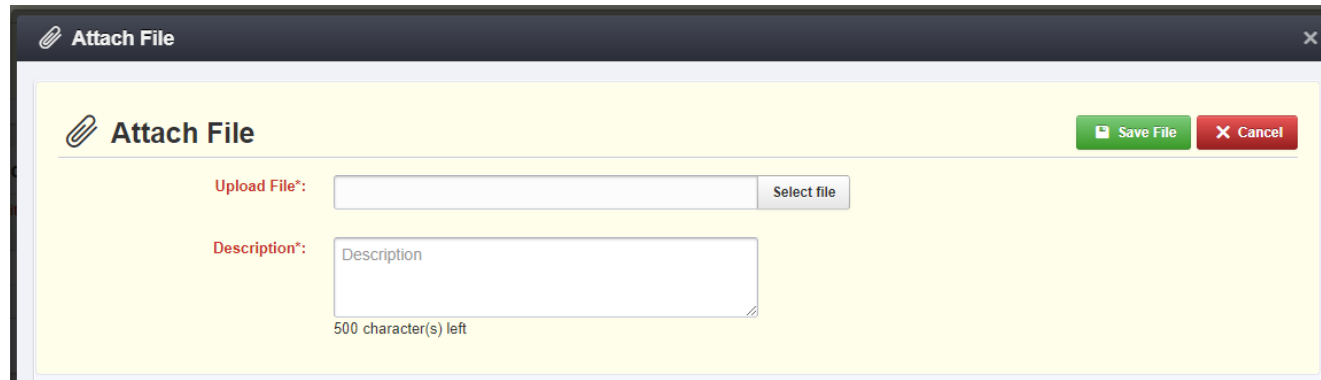
✓ Mark as Complete

+ Add from Doc Repository

+ Add New Attachment

Attach quotes, if available

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					



**Attach File**

Upload File\*:

Description\*:

500 character(s) left

17) When all budget items have been added, depress the orange **Mark as Complete** button.

18) When all Components are complete and all green check marks are displayed in the Complete? column, click on the orange **Submit Application** button.



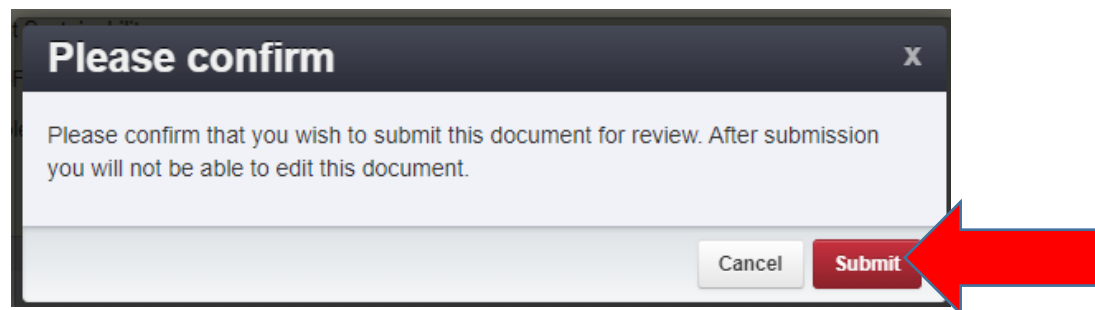
Application Preview | Alert History | Map

**Application Details**

- Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Feb 15, 2023 3:05 PM - Tester Tester
Volunteer Fire Assistance Program Equipment Application	✓	Feb 15, 2023 3:09 PM - Tester Tester
Budget	✓	Feb 21, 2023 3:59 PM - Amanda Jones

19) The final step is to confirm by clicking on the red **Submit** button.



**Please confirm**

Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.